

TOWN OF NORFOLK – INLAND WETLANDS COMMISSION
NORFOLK TOWN HALL – 2ND FLOOR – 19 MAPLE AVENUE
REGULAR MEETING MINUTES
MONDAY, AUGUST 3, 2026 - 7:00PM



MEMBERS:

Hartley Mead, Chairman	Bill Millard	Phil Lovett, Alternate
Jill Chase, Vice Chairman	Ted Otto	Joel Nelson, Alternate
Myron Kwast		

STAFF: Stacey Sefcik, IWEO

1. CALL TO ORDER & ROLL CALL.

Chairman Hartley Mead called the meeting to order at 7:01PM. All members were present except Alternate Phil Lovett.

2. AGENDA REVIEW.

Ms. Sefcik indicated that she received an email from Kate Briggs-Johnson of the Foundation for Norfolk Living requesting the release of the \$10,000 erosion and sedimentation control bond for the Haystack Woods project.

MOTION Mr. Nelson, second Ms. Chase to amend the agenda to add this matter to New Business; unanimously approved.

3. APPROVAL OF MINUTES.

A. June 1, 2026 Regular Meeting.

MOTION Ms. Chase, second Mr. Kwast, to accept the minutes of the June 1, 2026 regular meeting as presented; unanimously approved.

B. July 6, 2026 Virtual Regular Meeting.

MOTION Mr. Kwast, second Ms. Chase to accept the minutes of the July 6, 2026 virtual regular meeting as presented; unanimously approved.

4. OPPORTUNITY FOR PUBLIC COMMENT.

No one present expressed the desire to speak.

5. OLD BUSINESS.

A. Application #26-008 Replacement of Two Culverts in the Regulated Area at Assessor's Map #7-10-23 & 7-10-24 Westside Road. Applicant: Susannah Wood for Sugarbush Partnership. (Please note Application Number Correction).

Members reviewed the materials submitted by Ms. Wood which included pictures of the current culverts as well as a cross-sectional diagram. Members also reviewed the sequence of events as detailed by Ms. Wood's contractor. Ms. Chase asked the size of the new pipes and Ms. Wood stated that they would be the exact same diameter as what was currently in place.

MOTION Mr. Millard, second Mr. Otto, to approve the application in the matter of **Application #26-008 Replacement of Two Culverts in the Regulated Area at Assessor's Map #7-10-23 & 7-10-24 Westside Road. Applicant: Susannah Wood for Sugarbush Partnership**; unanimously approved.

6. NEW BUSINESS.

A. Informal Discussion with Town of Norfolk First Selectman/Public Works Regarding Roadside Herbicide Application for Weed Control.

Ms. Sefcik had emailed the informational materials to the members of the Commission approximately 2 weeks prior to the meeting. However, members agreed that it would be helpful to have either the Public Works Supervisor or his designee present at the meeting in order to answer their questions. Mr. Mead and Ms. Chase both indicated that they would also like to have received comment from the Conservation Commission on this issue. The Commission agreed to table this discussion to their next meeting. Ms. Sefcik inquired if the Commission would be willing to hold a special meeting sooner than the next month's meeting and it was agreed to try to do this.

B. Request by Kate Briggs-Johnson of the Foundation for Norfolk Living to Release Erosion & Sedimentation Control Bond for Haystack Woods Project.

Ms. Sefcik explained that she had been contacted by Kate Briggs-Johnson to request the release of the \$10,000 erosion and sedimentation control bond by the Inland Wetlands Commission. The bond was associated with Inland Wetlands Approval #21-004.

Ms. Sefcik indicated that she had been out to the site several times, most recently when the road was approved and then in preparation for Zoning Compliance. At that time she had noted a few minor wetlands concerns, which Ms. Briggs-Johnson and her contractors had promptly resolved. Mr. Mead stated that he too had been to the property several times and was very pleased with how the work had been completed. Mr. Nelson questioned what the bond was to be used for and whether it might still be necessary. Ms. Sefcik explained that the bond was to be used by the Town if necessary in the event of an emergency repair of the sedimentation and erosion controls. As the project had been completed satisfactorily and the area stabilized, the bond was in her opinion no longer required.

MOTION Mr. Mead, second Ms. Chase, to authorize the release of the \$10,000 erosion and sedimentation control bond issued to the Town of Norfolk by the Foundation for Norfolk Living as a part of the Haystack Woods Project (Application #21-004); unanimously approved.

7. WEO REPORT.

Ms. Sefcik briefly reviewed her report with the Commission.

8. COMMUNICATIONS & BILLS.

Ms. Sefcik informed the Commission that she had purchased a Zoom Pro membership specifically for the Land Use Office for a total cost of \$180. She explained that the cost would be split between Inland Wetlands and the Planning & Zoning Commission, for a total of \$90 each.

9. ADJOURNMENT.

MOTION Ms. Chase, second Mr. Kwast, to adjourn the meeting at 7:23PM; unanimously approved.

Respectfully submitted,

Stacey M. Sefcik
Land Use Administrator

